

GUIDE TO THE ANNUAL RETURN (OFFICERS LIST) FORM

WATER CO-OP NAME

YEAR OF Annual Return

Fiscal Year End (M/D/Y) _____

Fiscal Year End as shown on Financial Statement being presented at AGM

COMPLETE Mailing Address (with postal code) _____

Phone Number: _____ Fax Number: _____

Email address: _____

Annual Meeting Held at: _____

Date: _____ Time _____

Members - Active _____ Inactive _____ Total Present at meeting _____

Enter the Incorporated Name of the Co-op

Year FOLLOWING the Fiscal Year End OR the same as year of Annual General Meeting (AGM)

Address where Co-op correspondence is mailed.

Phone / Fax / Email for Co-op office or for person receiving Co-op correspondence

Place where meeting was held (address is helpful)

Date & Time of AGM

TOTAL active and inactive members of the co-op

Number of members who attended the AGM

Name of Auditor appointed: _____

Auditor MUST be appointed EVERY YEAR at the AGM and must be noted in the meeting minutes.

If revenues or reserve account or combination of both are over \$100,000 – Auditor MUST be a professional accountant

If under \$100,000 – Auditor can be anyone who IS NOT a Director of the Co-op

**Number of Directors
MUST be an ODD Number
(Check your ByLaws)**

Officers: (or attach list)

	Name	Director (please circle)	COMPLETE ADDRESS WITH POSTAL CODE	Phone	Term
Chairman		Yes No			to
V / Chairman		Yes No			to
Sec / Treas.		Yes No			
Manager		Yes No			
Off. Supervisor		Yes No			

Key positions of the Board of Directors as elected at the AGM & Staff of the Co-op

Yes – They have a vote at Board Meetings
No – They cannot vote at Board Meetings

Address with Postal Code & Phone Number with area code

Term on the board - year to year
(e.g. 2015 to 2018)

Remainder of Directors (or attach list)	COMPLETE ADDRESS WITH POSTAL CODE	Phone	Term
			to
			to
			to
			to

REMAINDER of the Board of Directors as elected at the AGM.

They have a vote at Board Meetings

Address with Postal Code & Phone Number with area code

Term on the board - year to year
(e.g. 2015 to 2018)